




STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

October 1, 2002

MEMORANDUM TO: Division Engineers

FROM: Steven D. DeWitt, PE 
State Construction Engineer

SUBJECT: Salary Increases for Private Engineering Firm Personnel

Effective immediately, all Private Engineering Firm requests for increases in reimbursable hourly personnel salary rates are suspended until further notice. This action is taken due to the General Assembly not granting salary adjustments for NCDOT employees, the current statewide budget crisis, current NCDOT and state government policies restricting and/or limiting salary increases in promotions, transfers, in-range salary reviews, and related salary studies and the loss of highway monies transferred from the Highway Trust Fund and Highway Fund. This suspension in reimbursable rate adjustments of Private Engineering Firm personnel salaries is in effect until rescinded in writing by this office.

The suspension of increases in reimbursable hourly rates does not limit the firm's ability to increase their own personnel's actual salary if they desire. If the firm chooses to adjust the employee's actual salary rate, the Department will not adjust any reimbursable rate until after this suspension is rescinded in writing by this office. Retroactive reimbursement for salary increases granted by the firms during this suspension period will not be allowed.

Private Engineering Firm personnel on existing CEI contracts will remain at their current reimbursable rate until this suspension is rescinded, even if they transfer to a different contract to provide services for the Department. An adjustment may occur if the technician is moved to a different technician level on the same or different contract in accordance with the current NCDOT salary adjustment policy at that time. Currently, up to a five percent maximum increase in salary, regardless of the level of promotion, is allowable. A demotion would result in the employee's reimbursable rate decreasing by at least ten percent per technician level of demotion and further, if necessary, to be at or below the maximum qualified salary for that particular technician level consummate with the technician's education and experience.

Reimbursable salary rates for Private Engineering Firm personnel provided on all contracts shall meet the Department's current policy for new hires. The personnel must be minimally qualified as included in the attached "Minimum Training and Experience Requirements" in order to be considered qualified for the technical level proposed at the minimum salary. In addition, the

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current new hire policy states that five percent for each additional year of directly related experience above the minimum may be granted. Please see the attached "Yearly Salaries for Transportation Technicians" for examples of maximum salary calculations.

The General Assembly recently approved the state budget without adjustments or increases in salaries for the Department of Transportation employees. This resulted in no change in the current allowable maximum hourly rates as follows:

Level	Maximum
Transportation Technician I	\$17.52
Transportation Technician II	\$19.13
Transportation Technician III	\$20.90
Transportation Technician IV	\$22.88
Transportation Technician V	\$25.03

This information is being provided to assist in managing the salary administration for contracts with Private Engineering Firms.

If additional information is needed, please contact Mr. Jimmy Travis of my staff.

JLT:ajl

cc-

Mr. L. A. Sanderson, PE, w/attas.

Mr. J. D. Goins, PE, w/attas.

Mr. D. A. Allsbrook, Jr., PE (Attn: Roberto Canales, PE, w/attas.)

Mr. J. L. Travis, PE, w/attas.

Mr. Todd Jones, w/attas.

Division Construction Engineers, w/attas.

Resident Engineers, w/attas.

Roadway Construction Engineers, w/attas.

Bridge Construction Engineers, w/attas.

Prequalified CEI Private Engineering Firms

Attachments